



**Central Violations Bureau**  
**P. O. Box 780549**  
**San Antonio, TX 78278**

Robert Lowney  
DCAD Chief

Ted C. Willmann  
Branch Chief

January 11, 2005

Dear Agency,

On December 8, 2004, the President signed into law the Consolidated Appropriations Act of 2005, which included a provision (Section 308) that provides the Judicial Conference of the United States with the authority to prescribe and collect a fee for the processing of violations through the Central Violations Bureau. The fee is intended to offset the costs of managing these cases throughout the judiciary and will be assessed in addition to the regular forfeiture amount. A new violation notice is currently under development to reflect the processing fee and the revised notice should be available to law enforcement agencies in late Spring. Implementation of the fee must occur by June 1, 2005.

Once the changes to the violation notice are finalized, new printing specifications will be distributed to all participating agencies. Each law enforcement agency is responsible for printing their own violation notices. **Participating law enforcement agencies should not order more supplies of the current form than are necessary to operate until May 31, 2005.** The current notice will not be accepted by the Central Violations Bureau after that date.

At this time no other procedures will be changing. However, further guidance will follow regarding the new fee. If you have any questions about these changes, please contact Ted Willmann, CVB Manager, at (210) 301-6444 or William Hernandez, CVB Operations Manager, at (210) 301-6424.

Sincerely,

A handwritten signature in blue ink that reads "Ted C. Willmann".

Ted C. Willmann  
Central Violations Bureau Manager